

OFFICE OF HUMAN RESOURCES
TOWN OF NORWELL
345 Main Street, Norwell, MA 02061
TEL: 781-659-8060 Email: bchilds@townofnorwell.net

POSTING DATE: November 27, 2019. POSITION EFFECTIVE IMMEDIATELY.

Position:	Water Treatment Facilities Manager	Department:	Water
Pay Rate:	\$65,418 Step 1 to \$71,858 Step 3, FY'20	Reports to:	Water Superintendent
Affiliation:	Personnel Plan	FLSA Status:	Exempt

APPLICATION PROCESS/DEADLINE

Interested individuals should email in PDF format: a resume, Town of Norwell Application (download from www.townofnorwell.net) and three work references to bchilds@townofnorwell.net or in person to Human Resources, 345 Main Street, Norwell, MA 02061. Position is open until filled; resumes/applications will be reviewed on a rolling basis. Reference checks are contacted only for final candidate(s). EOE/AA/ADA employer.

JOB SUMMARY

The Water Treatment Facilities Manager performs administrative, supervisory and physical work in the planning, directing and managing of all treatment facilities, water treatment systems, equipment and structures, including but not limited to well pumping stations, chemical feed systems, hydro pneumatic valves, monitoring instrumentation and controls, high lift pumps, pressure filter vessels, analytical equipment, personal computers, SCADA software and equipment. The Water Treatment Facilities Manager is responsible for the maintenance and operation of one (1) iron/manganese treatment facility, two (2) corrosion control treatment facilities, ten groundwater pumping stations, three (3) water storage tanks and one (1) booster pumping station. Assigns duties and supervises employees engaged in treatment facility maintenance and operations. Troubleshoots and adjusts process chemistries, mechanical and electrical systems and maintains a system of quality assurances to produce water that is in compliance with all federal and state drinking water regulations and standards. Recommends Departmental policies and procedures; implements directives of the Water Superintendent.

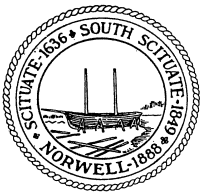
SUPERVISION RECEIVED / GIVEN

The Facilities Manager works under the direction of the Water Superintendent. The position works independently in carrying out the majority of job functions. Supervises, schedules and directs Department personnel assigned permanently or temporarily to water treatment related functions.

ESSENTIAL FUNCTIONS

The essential functions or duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Troubleshoots and adjusts process chemistries, mechanical and electrical systems and maintains a system of quality assurances to produce water that in compliance with all federal and state drinking water regulations and standards.
- Reviews proposed construction or reconstruction plans for treatment systems and other maintenance projects. Presents plans and programs to Water Superintendent. Develops work schedules and prioritizes projects.
- Assists the Water Superintendent in preparing and submitting information and reports regarding Department plans and operations to federal and state agencies and local Boards, Commissions and Committees as required.
- In conjunction with the Water Superintendent, serves as construction manager for water treatment system improvement projects.
- Assists the Water Superintendent in coordinating bid processes to ensure compliance with all laws, rules and regulations.
- Assists the Water Superintendent in reviewing proposals and monitoring and evaluating contractor performance.
- Prepares and reviews monthly reports on chemical usage, pumping station data, treatment facilities maintenance, water sampling and testing. Obtains water samples required by the Department of Environmental Protection and those required by the Water Management Act, Safe Drinking Water Act, Lead and Copper Rule, Groundwater under the Influence Rule and other EPA and DEP compliance programs. Obtains all samples of analysis as required or directed.
- Ensures that all required licenses, warranties and permits for water treatment systems, water treatment chemicals and the like are current and on file for examination and review.
- Responsible for site-specific safety programs for all treatment staff, equipment and treatment facilities in accordance with OSHA guidelines.
- Assists the Water Superintendent in the preparation of in-house publications including informational newsletters on Water Department activities, consumer education and other required regulatory consumer information.
- Maintains inventory and description of the condition of all treatment facility equipment, tools, materials and supplies.



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EDUCATION AND EXPERIENCE

- Bachelor's degree in environmental, civil, mechanical or chemical engineering or any other science disciplines required.
- Three (3) or more years supervisory experience in water treatment systems desired.
- Any equivalent combination of education and work experience may be considered.

SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION

- Massachusetts Grade 3T and 2D Drinking Water Supply Facilities Operators Licenses, as issued by the Massachusetts Board Certification of Drinking Water Supply Facility Operators or ability to obtain said within three (3) years of employment.
- Possess a valid Class D Massachusetts Driver's License with proof of safe driving history; must retain license as a condition of continued employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the methods, techniques and safety requirements relating to water treatment and pertinent EPA/DEP rules and regulations.
- Knowledge of water chemistry, electronics, hydraulics, and engineering required.
- Knowledge of automated computer control systems (SCADA) or the ability to acquire within two (2) years of hire.
- Ability to set priorities and accomplish tasks.
- Proven oral and written communication skills required.
- Comprehensive knowledge of carpentry, equipment, facilities, materials, building construction methods and procedures used in maintenance, construction and repair activities.
- Knowledge of HVAC, electrical, carpentry, plumbing, painting and security systems.
- Ability to read and interpret plans and other technical documents.
- Demonstrate excellent organizational, planning, verbal and written communication skills.
- Proven expertise in MS Office (Excel, Word, Outlook) and database/spreadsheet programs.
- Know and act within requirements of the state Public Records law. Knowledge of state procurement practices and application to public construction projects required.
- Ability to establish and maintain cooperative working relationships with Town officials, employees, contractors, public and all others contacted in course of work.

WORK ENVIRONMENT

Work is performed both indoors and outdoors; must be able to access a variety of construction and watershed site locations. The Water Treatment Facilities Manager is exposed to occupational hazards such as extreme heat or cold, lifting or pushing up to fifty (5) pounds; noise level, which may require normal hearing protection in the form of ear plugs; moderate to extreme physical effort is generally required to perform non-administrative tasks. Must be able to independently operate a motor vehicle and equipment unique to water treatment systems as well as chemical/process analytical equipment. Administrative duties require the ability to utilize a computer, software programs and standard office equipment.